

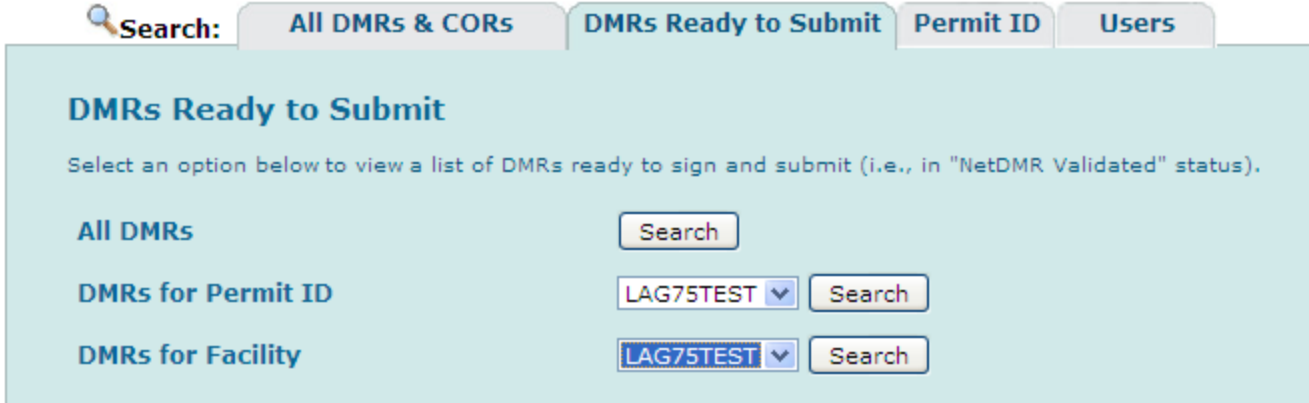
Signing and Submitting DMRs

Agenda

- Searching for DMRs Ready for Submittal
- Signing DMRs
 - Batch or Individual
 - Review and Sign
- DMR Submittal Confirmation
- Email Confirmation

Searching for DMRs Ready for Submittal

- From the Home screen, click the Search tab titled “DMRs Ready to Submit”
- You can Search all DMRs or Search by Permit Number or Facility



The screenshot shows a web interface for searching DMRs. At the top, there is a 'Search:' label with a magnifying glass icon, followed by four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit' (which is selected and highlighted in blue), 'Permit ID', and 'Users'. Below the tabs, the section is titled 'DMRs Ready to Submit' in blue. A subtitle reads: 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status)'. There are three search options: 1. 'All DMRs' with a 'Search' button. 2. 'DMRs for Permit ID' with a dropdown menu showing 'LAG75TEST' and a 'Search' button. 3. 'DMRs for Facility' with a dropdown menu showing 'LAG75TEST' and a 'Search' button.

Searching for DMRs Ready for Submittal

- A list of all available DMRs that are ready for signature will appear
 - Notice the status column = NetDMR validated

Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharges Description	Monitoring Period End Date	DMR Due Date	Status	EDR Received Date	Include in Batch Submittal	Include in Batch EDR Download
										<input type="checkbox"/> Check All <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All <input type="checkbox"/> Clear All
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/25/09	NetDMR Validated		<input type="checkbox"/>	
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020355	UNIVERSITY OF CALIFORNIA	055	055-A	TREATED WASTEWATER	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020355	UNIVERSITY OF CALIFORNIA	113	113-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	

Batch or Individual

Batch Submittal

Sign & Submit Checked DMRs | Download Checked DMRs | Refresh DMR Data | Refresh Search | New Search

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Discharge Period Start Date	Discharge Period End Date	Status	DMR Number	Submit to Batch Submit	Submit to Batch Submit
0-01 DMR Go	WM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/21/09	Not DMR	Not DMR	Submit to Batch Submit	Submit to Batch Submit
0-01 DMR Go	WM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/21/09	Not DMR	Not DMR	Submit to Batch Submit	Submit to Batch Submit
0-01 DMR Go	WM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	TREATED WASTEWATER TO MORTANDAD CANYON	04/30/09	05/21/09	Not DMR	Not DMR	Submit to Batch Submit	Submit to Batch Submit





Individual Submittal

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Discharge Period Start Date	DMR Date
Edit DMR Go	WM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/21
Edit DMR Edit DMR Sign and Submit DMR	WM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD	04/30/09	05/21

Review Information

Include in Submission	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	022	022-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated
		Acknowledged Soft Edit Check Errors							
		Parameter		Monitoring Location	Field	Description			
		Code	Name						
		50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.			
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated
		Acknowledged Soft Edit Check Errors							
		Parameter		Monitoring Location	Field	Description			
		Code	Name						
		50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.			
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated
		Acknowledged Soft Edit Check Errors							
		Parameter		Monitoring Location	Field	Description			
		Code	Name						
		50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.			
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated
		Acknowledged Soft Edit Check Errors							
		Parameter		Monitoring Location	Field	Description			
		Code	Name						
		50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.			

Sign and Submit DMRs

- To officially sign, you must answer the required security question(s) and enter your password

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

- 1. I am Cathy Bius.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

What is your favorite city?

Password

Submit

Do Not Submit

DMR Submittal Confirmation

- After you sign and submit DMRs, you will receive this confirmation screen:

NetDMR

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

Session Lockout Timer: 29:55

[View All CORs](#) | [Download All CORs](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

Submission Confirmation - 1dfcfa25-0909-4301-975c-d07495a4504c

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR
NM0020311	ROSWELL, CITY OF	001	001-A	TOTAL FACILITY DISCHARGE	04/30/09	05/15/09		

- You may also View or Download your COR (copy of record) on this screen

Email Confirmation

- Email notifications can be sent confirming DMR submissions
 - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit

DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

Add

No results.

Email Confirmation

- Email confirmations will let you know if:
 - DMRs have been submitted
 - COR Submissions have been received by the LDEQ
 - a DMR contains possible warnings or errors

▼ ▼ Sender ^	Subject ^	Date ▼	Size ▼	^	^ ▼
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446		
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168		
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432		
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441		
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438		
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430		

Download DMR Copy of Record (COR)

- Select the DMRs from the search results screen
- Download ZIP file
- Extract Zip Files to view DMR

Select and Download

Home | My Account | Request Access | Help | Logout User: SampleFacilityUser

NetDMR Rhode Island Department of Environmental Management

Search All DMRs & CORs DMRs Ready to Submit | **Import DMRs** Perform Import Check Results | **Download** Blank DMR Form Session Lockout Timer: 19 min

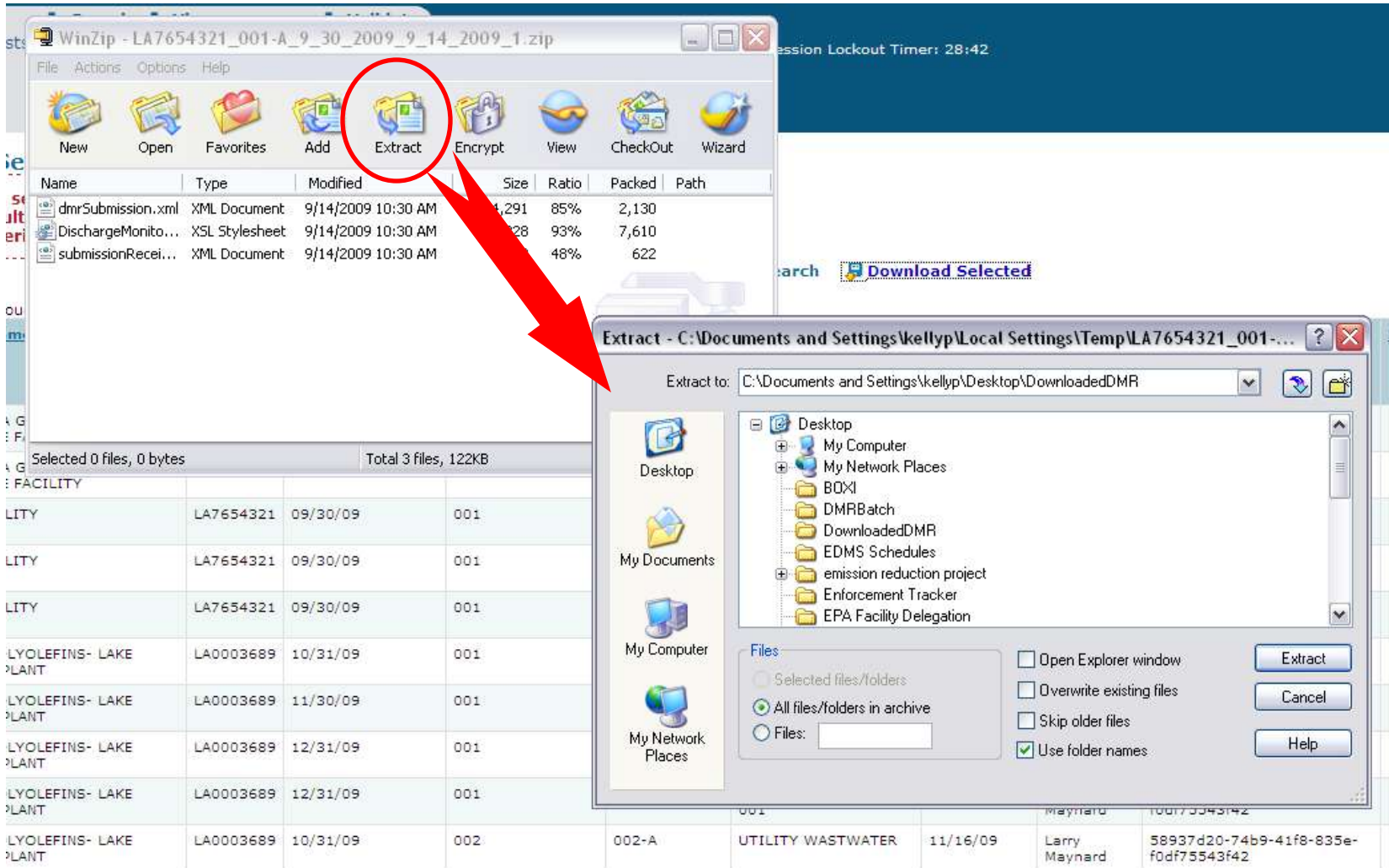
[View All](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh Permit Data](#) | [Print Friendly View](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

Page 1 Go Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
										Check All Clear All	Check All Clear All
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		<input type="checkbox"/>	
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	6/18/07 6/15/07 6/10/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/1/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	8/31/07	9/30/07	NetDMR Validated	9/22/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	7/31/07	8/31/07	Completed	8/30/07		<input type="checkbox"/>

Extract Files



The screenshot shows the WinZip application window titled "WinZip - LA7654321_001-A_9_30_2009_9_14_2009_1.zip". The "Extract" button in the toolbar is circled in red, and a red arrow points from it to the "Extract" dialog box. The dialog box is titled "Extract - C:\Documents and Settings\kellyp\Local Settings\Temp\LA7654321_001-..." and shows the extraction path "C:\Documents and Settings\kellyp\Desktop\DownloadedDMR". The dialog box also includes a tree view of the file system, a list of files to be extracted, and checkboxes for "Open Explorer window", "Overwrite existing files", "Skip older files", and "Use folder names".

WinZip - LA7654321_001-A_9_30_2009_9_14_2009_1.zip

File Actions Options Help

New Open Favorites Add **Extract** Encrypt View CheckOut Wizard

Name	Type	Modified	Size	Ratio	Packed	Path
dmrSubmission.xml	XML Document	9/14/2009 10:30 AM	4,291	85%	2,130	
DischargeMonito...	XSL Stylesheet	9/14/2009 10:30 AM	7,610	93%	7,610	
submissionRecei...	XML Document	9/14/2009 10:30 AM	622	48%	622	

Selected 0 files, 0 bytes Total 3 files, 122KB

Extract to: C:\Documents and Settings\kellyp\Desktop\DownloadedDMR

Desktop

My Documents

My Computer

My Network Places

Files

☐ Selected files/folders

☒ All files/folders in archive

☐ Files:

☐ Open Explorer window

☐ Overwrite existing files

☐ Skip older files

☒ Use folder names

Extract

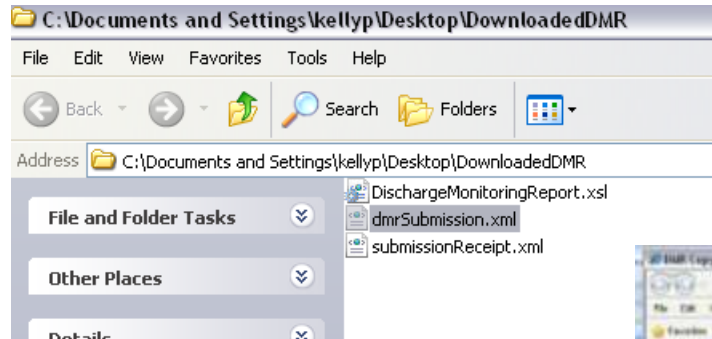
Cancel

Help

LITY	LA7654321	09/30/09	001
LITY	LA7654321	09/30/09	001
LITY	LA7654321	09/30/09	001
LYOLEFINS- LAKE PLANT	LA0003689	10/31/09	001
LYOLEFINS- LAKE PLANT	LA0003689	11/30/09	001
LYOLEFINS- LAKE PLANT	LA0003689	12/31/09	001
LYOLEFINS- LAKE PLANT	LA0003689	12/31/09	001
LYOLEFINS- LAKE PLANT	LA0003689	10/31/09	002

002-A	UTILITY WASTEWATER	11/16/09	Larry Maynard	58937d20-74b9-41f8-835e-f0df75543f42
002-A	UTILITY WASTEWATER	11/16/09	Larry Maynard	58937d20-74b9-41f8-835e-f0df75543f42

Open DMR Copy of Record



DMR Copy of Record

Permit #: **LA7654321**

Permittee: **TEST FACILITY - LOUISIANA**

Facility: **TEST FACILITY**

Address: **123 HADB STREET CITY, LA 12345**

Facility Location: **123 HADB STREET CITY, LA 12345**

Permittee's Features: **001 Internal (Sewer)**

Discharge: **001-A TEST FACILITY OUTFALL**

Report Dates & Status: **From 08/01/09 to 08/30/09**

Monitoring Period: **DMR Due Date: 08/28/09**

Status: **Not DMR Validated**

Coordination for Permit Completion

Principal Executive Officer: **John Doe**

Local Representative: **John Doe**

Telephone: **555-123-4567**

No Data Indicator (NDDI): **---**

Permit Notes: **---**

Parameter Code	Parameter Name	Monitoring Location	Status	Permit Value	Quality of Loading				Quality of Concentration				Date of Ex.	Frequency of Analysis	Sample Type
					Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Qualifier 4	Value 4			
00001	Oxygen Demand (BOD)	1 - BPLAND Street	0	---	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Qualifier 4	Value 4	08/30/09	1 - BPLAND Street	001 - BPLAND Street
00002	pH	1 - BPLAND Street	0	---	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Qualifier 4	Value 4	08/30/09	1 - BPLAND Street	001 - BPLAND Street
00003	Total Suspended Solids (TSS)	1 - BPLAND Street	0	---	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Qualifier 4	Value 4	08/30/09	1 - BPLAND Street	001 - BPLAND Street